



Policy Title: Snow Removal

<u>Policy Area:</u> Transportation	<u>Original Effective Date:</u> October 13, 2021
<u>Policy Section:</u> Winter Maintenance	<u>Updated:</u> January 14, 2026
<u>Supersedes Policy:</u> 877/25, 076/23, 549/21, 553/21	<u>Approved on:</u> January 14, 2026 <u>Resolution:</u> 042/26 <u>Next Review Date:</u> This Policy will be reviewed annually in November, or more frequently, in the event of major changes to legislation or related policies and procedures, or if deemed necessary by the Chief Administrative Officer or Operations Director.

Policy Statement

The RM of Britannia No. 502 within the resources allocated by RM Council, will clear and /or remove snow and ice, as necessary on municipal roadways in accordance of this policy.

Snow clearing operations will only begin once the snowfall has ended or is expected to shortly, and visibility is greater than 300 meters. In cases where the snowfall ends, the evening before or during the night, snow clearing operations will begin the following morning or as according to policy.

The Municipality's goal for completion of snow clearing of municipal maintained roads and streets shall be set at 3 days or sooner. Employees and equipment will be dispatched or put on standby according to the Operations Director or their designates discretion upon review of meteorological forecasts and other factors such as wind velocity and direction.

During extreme snowfall events where the snowfall amount and/or accompanying severe drifting conditions makes it impractical to complete the snow clearing operations with a full complement of resources and continuous effort, the time limits specified maybe extended.

Purpose

The purpose of this policy shall be to establish a quality standard for snow clearing, snow removal and sanding of streets, roads, and Municipal owned properties in the Rural Municipality of Britannia



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Definitions

Council: means the duly elected Council of the Rural Municipality of Britannia No. 502

CAO: means the Chief Administrative Officer, appointed by Council to oversee the administration of the RM of Britannia No. 502

Designate: means an individual appointed by the Operations Director, or CAO to oversee various functions within the operations department

Hard Surfaced: means asphalt pavement, chip-sealed surface.

Low Priority Winter Roads: means roads which are to be cleared only when all other roads in the RM of Britannia have been cleared, these roads are to be maintained if one pass in either direction is achievable.

Municipality: means the Rural Municipality of Britannia No. 502.

Non-Hard Surfaced: means all roads, including oiled roads, which are not chipped sealed or asphalt pavement.

Operations Director: means an individual appointed to oversee all functions within the Operations Department.

Ice Control: means ice control is the job of clearing the ice by means of scraping, ripping or melting.

Rural Centers: means Greenstreet, Hillmond, Val-Lee Acreages, Northminister Acreages, Prairie Grove, Hillgreen, Greenway Acreages, Border Creek Acreage, Firehall Acreages, Kranberry Estates, Buffalo Street and Country Meadows Estates.

Snow Clearing: means snow clearing is the job of clearing snow from streets, roads, and Municipal owned properties after a snow event to make travel easier and safer.

Snow Removal: means the job of removing and hauling away snow from areas such as critical intersections, fire hydrants.

Sanding: means the spreading of a salts or salt sand mixture to icy or slippery areas to assist with traction and temporary relief from skidding and to help insure a safer roadway

School Bus Routes: means the routes outlined by the local school authority board.

Work Zones: means an area which is assigned to an operator to carry out snow removal within their specific area of responsibility, including all priority levels.



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Responsibilities

The CAO, Operations Director or their designate is charged with the primary responsibility for executing snow and ice clearing, maintenance, and removal operation and for exercising the appropriate levels of authority to ensure maintenance and compliance with this policy.

The CAO, Operations Director or their designate retains the authority to alter assignments based on weather conditions, equipment, safety of the staff, staff availability, and other conditions related to snow removal/ice control.

In cooperation with emergency services and other Public Works personnel, the Operations Director or their designate continuously monitor weather conditions to determine appropriate action.

Policy

1) General Operations

- (1) Normal winter hours are 7:00 a.m. to 3:00 p.m. Monday to Friday, with Operations employees working on an on-call basis on weekends and holidays.
 - (a) When an excessive amount of snowfall happens or is forecasted the Operations Director or their designate will be in contact with personnel to advise that their hours may be changed in order to provide the RM with prompt snow removal services – this may include coming in earlier than 7:00 a.m. and/or finishing later than 3:00 p.m.
 - (b) The mechanic will also be expected to be in attendance on the weekend during an excessive snowfall event, when all equipment is being used, and the hours of work will align with the crews.
- (2) All operators will be assigned their work zone by the Operations Director or their designate, with the expectation that when the assigned area has been completed, the operator checks with the Operations Director or designate to determine if there are other areas that need attention.
- (3) Hills will be considered a priority when doing snow removal. Operators will be instructed when coming to a hill to complete the hill (both sides) before continuing their route.
- (4) The RM will follow their “Cold Weather Policy” in place, in regards to employee activities.

2) Snowfall

- (1) Level 1: snowfall amounts of less than 2.5cm – Hard Surfaced Roads
 - (a) This does not require a full snow clearing operation, although some minor clearing might be done at the Operations Director or their designates discretion.
 - (b) Ice control and sanding might be necessary within some rural center and rural areas depending on various factors including:
 - (i) Temperature;
 - (ii) Forecast;
 - (iii) Wind Conditions;
 - (iv) Traffic Volumes; or
 - (v) Previous Sanding, etc.



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- (2) Level 2: snowfall amounts of 7.5cm or greater – Hard Surfaced and Non-Hard Surfaced Roads
 - (a) A cleanup will be done within rural centers and rural areas beginning on the first regular workday following the snowfall. Snow removal shall be done in order of priority within each respective area.

3) Priorities

- (1) The order of priorities is as follows with consideration to snowfall amounts listed in section 1 of this policy.
 - (a) 1st Priority: School Bus Routes, Hard Surfaced Roads.
 - (b) 2nd Priority: Non-Hard Surfaced Roads.
 - (c) 3rd Priority: Low Priority Winter Roads, which receive snow management on a per-request basis as equipment and resources are available
- (2) The CAO, the Operations Director or their designate has the authority to deviate from these priorities, such as in the event of a medical emergency request, or request from local law enforcement.

4) Snow Removal

- (1) Snow removal is undertaken where:
 - (a) snow accumulations, particularly at intersections, are negatively impacting drivers' sightlines;
 - (b) large snow accumulations in rural ditches are:
 - (i) negatively impacting a plow operator's ability to clear the entire width of a road; and
 - (ii) contributing to further drifting conditions; and
 - (c) windrows and snow accumulations in rural center areas are negatively impacting the width of a road's driving lanes.

5) Hard Surface Roads

- (1) Hard surface roads are to be cleared with plow truck using rubber blades only.
- (2) In the event of excessive snowfall, a grader with blade lifted from road surface may be used to remove snow, with plow truck to follow.

6) Non-Hard Surface Roads

- (1) Hard surface roads are to be cleared with grader and wing.

7) Special Situations

- (1) CAO or Operations Director shall have the authority to dispatch equipment for special situations that arise outside of day to day operations such as medical emergencies.
- (2) During times of extreme winter conditions and or snowfall accumulations, the RM (*within reason and within the safety of the staff and equipment*) will make efforts to make one pass with the plows on one side of the all maintained roadways to ensure a partial clearing of the road for traffic to get to their destination safely.



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8) Snow Removal on Private Property

- (1) Although efforts will be made to alleviate the amount of snow pushed into driveways and entrances, it will be the resident's responsibility for the clearing of windrowed snow and ice to the degree that vehicular and pedestrian traffic is not compromised.
- (2) Policy No. TS-012, Snow Clearing on Private Property, covers the cost and procedures related to snow removal by the municipality on private properties.

9) Low Priority Winter Roads

- (1) Council has approved the list of roads in section 9(3) as low priority winter roads which will be minimally maintained during the winter months.
- (2) Any snow clearing activities requested for any road listed in section 9(3) that are beyond the capabilities of a grader or that is deemed by the Operations Director to be beyond minimal winter maintenance activities will be completed at the cost of the requestor, at the rates listed on the Custom Works Rate Sheet.
- (3) List of Low Priority Winter Roads:
 - (a) Twp Rd 500 from Range Rd 3253 east
 - (b) Twp Rd 501 from Range Rd 3260 for 1.5 miles west
 - (c) Range Rd 3261 from Twp Rd 500 north to Twp Rd 501
 - (d) Range Rd 3260a from Twp Rd 501 north to Twp Rd 502
 - (e) Twp Rd 502 from Range Rd 3262 to Range Rd 3264
 - (f) Range Rd 3263 from Twp Rd 501 to ¼ mile north of Twp Rd 502
 - (g) Range Rd 3263 from Grid Rd 774 south to end of road
 - (h) Twp Rd 510 from Range Rd 3270 to Range Rd 3272
 - (i) Range Rd 3270 from Twp Rd 510 to Twp Rd 512
 - (j) Twp Rd 520a from Grid Rd 684 to Range Rd 3252
 - (k) Range Rd 3265 from Twp Rd 522 for 1.5 miles North
 - (l) Twp Rd 532a from Range Rd 3255 to Range Rd 3254
 - (m) Twp Rd 532 from Range Rd 3262 to Range Rd 3263
 - (n) Range Rd 3263 from Twp Rd 530 to Twp Rd 531 to end of road
 - (o) Range Rd 3274 from Twp Rd 520 to Twp Rd 522
 - (p) Range Rd 3274 from Twp Rd 524 to Twp Rd 530
 - (q) Twp Rd 531 from Range Rd 3274 to Range Rd 3275

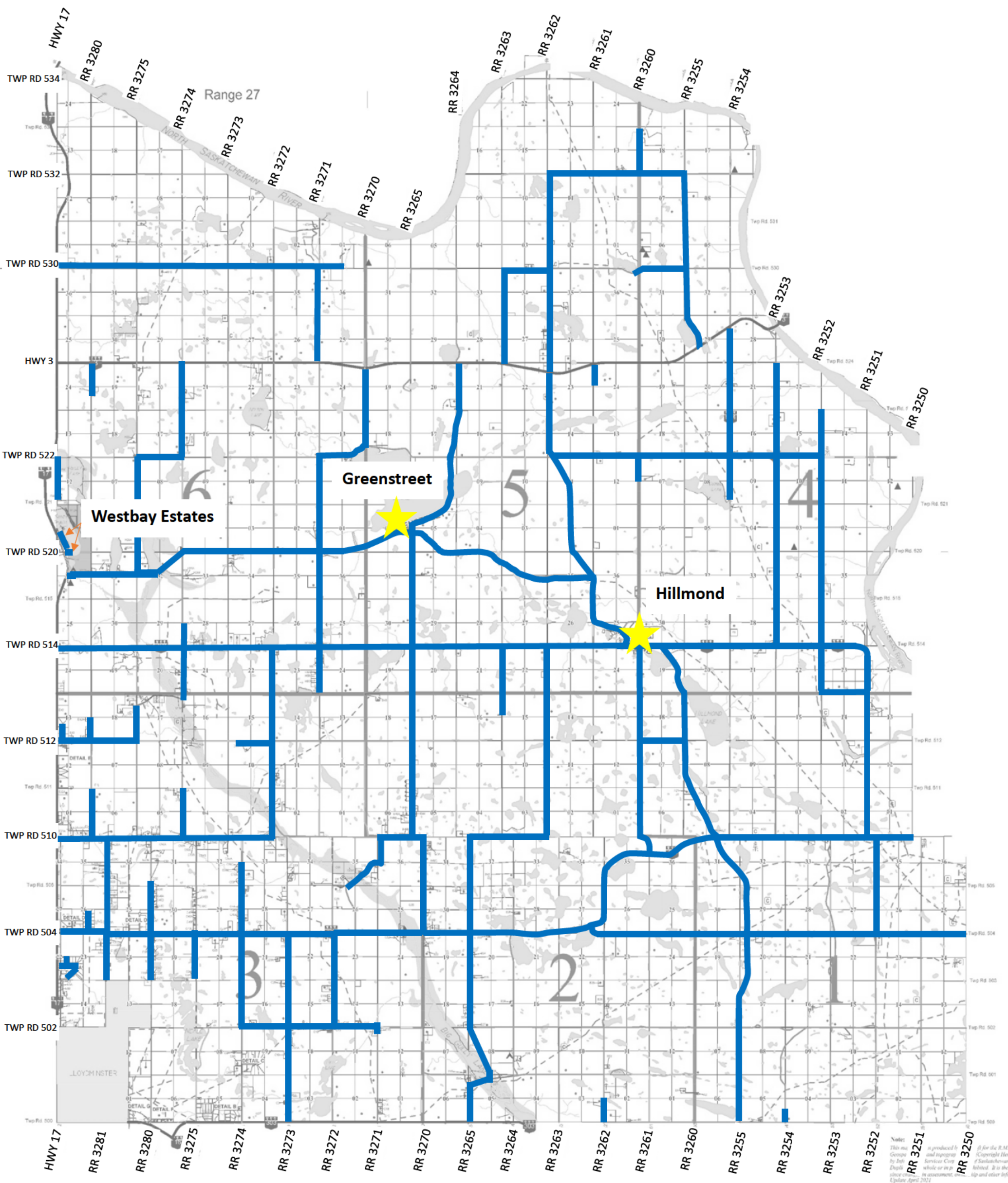
10) List of Schedules:

A – School Bus Route [REDACTED]
B – School Bus Route [REDACTED]
C – School Bus Route [REDACTED]
D – School Bus Route [REDACTED]
E – School Bus Route [REDACTED]
F – School Bus Route [REDACTED]
G – School Bus Route [REDACTED]

H – School Bus Route [REDACTED]
I – School Bus Route [REDACTED]
J – All Bus Routes Map
K. 1. – 2025-2026 Snow Removal Map – Priority Roads
K. 2. – 2026 – 2026 Snow Removal Map – All Roads
L – Low Priority Winter Roads

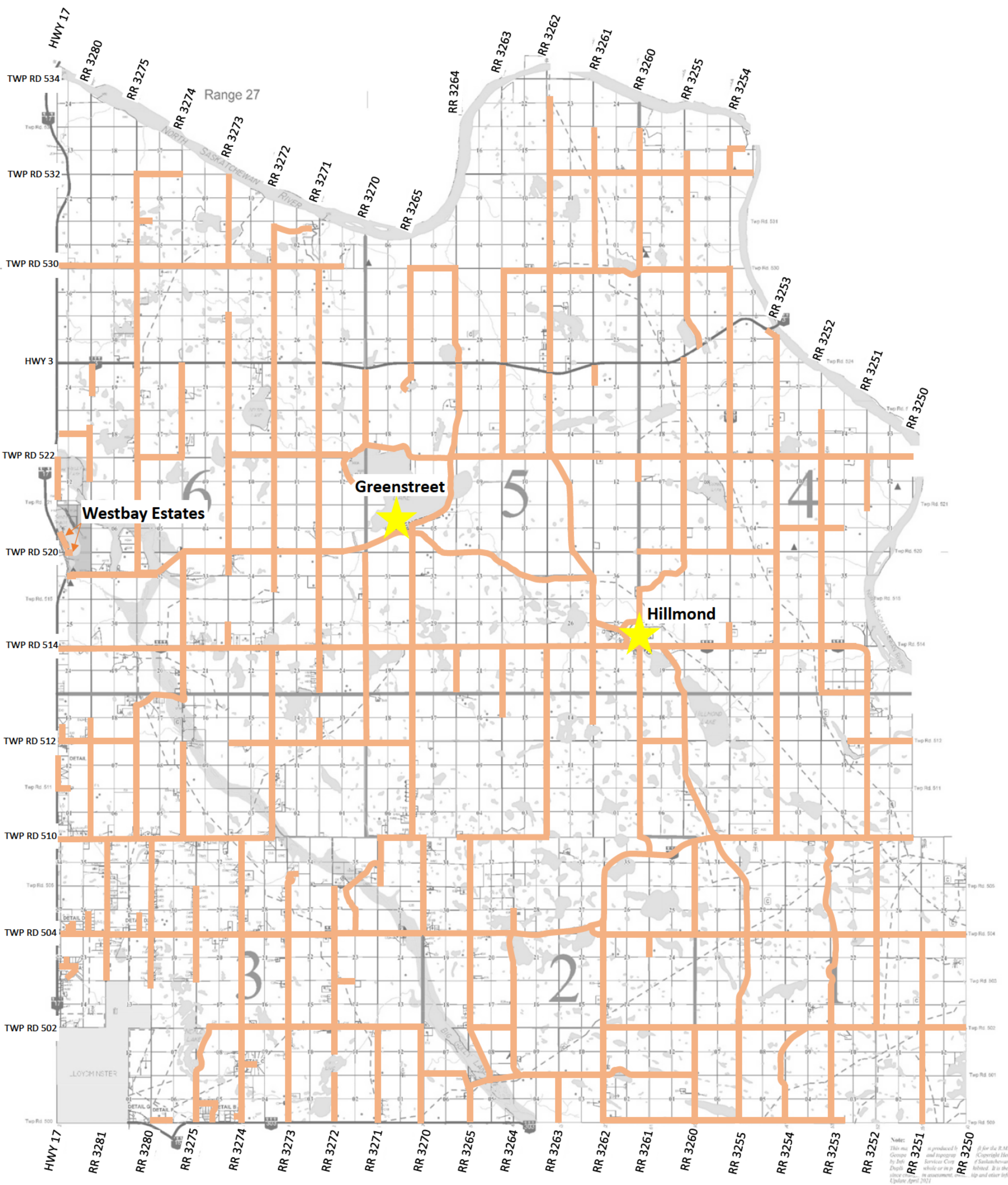
Schedule K.1.

2025-2026 Snow Removal Map – Priority Roads



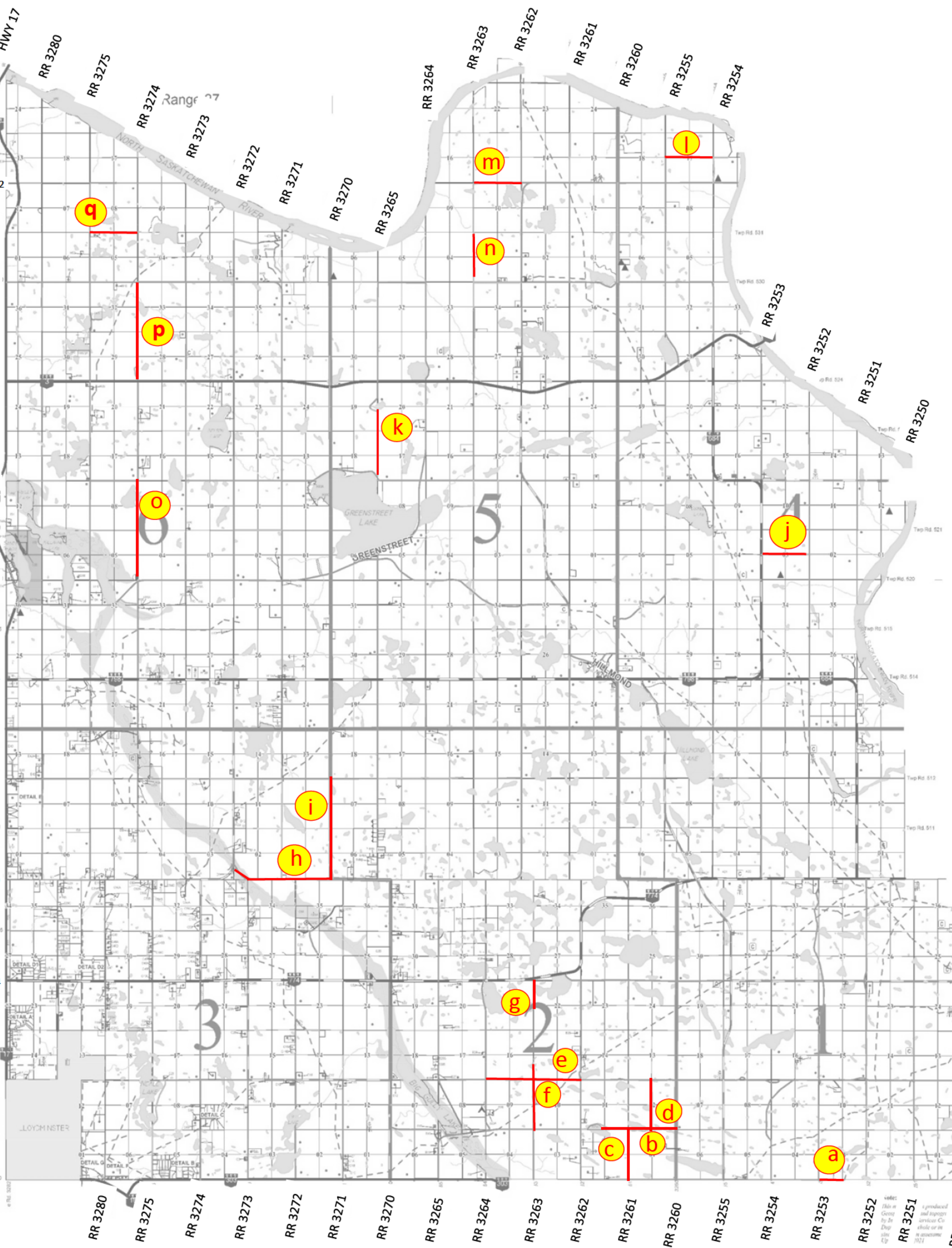
Schedule K.2.

2025-2026 Snow Removal Map – All Roads



Schedule L

Low Priority Winter Road Map



Low Priority Winter Roads

a. Twp Rd 500 from Range Rd 3253 east	j. Twp Rd 520a from Grid Rd 684 to Range Rd 3252
b. Twp Rd 501 from Range Rd 3260 for 1.5 miles west	k. Range Rd 3265 from Twp Rd 522 for 1.5 miles North
c. Range Rd 3261 from Twp Rd 500 north to Twp Rd 501	l. Twp Rd 532a from Range Rd 3255 to Range Rd 3254
d. Range Rd 3260a from Twp Rd 501 north to Twp Rd 502	m. Twp Rd 532 from Range Rd 3262 to Range Rd 3263
e. Twp Rd 502 from Range Rd 3262 to Range Rd 3264	n. Range Rd 3263 from Twp Rd 530 to Twp Rd 531 to end of road
f. Range Rd 3263 from Twp Rd 501 to ¼ mile north of Twp Rd 502	o. Range Rd 3274 from Twp Rd 520 to Twp Rd 522
g. Range Rd 3263 from Grid Rd 774 south to end of road	p. Range Rd 3274 from Twp Rd 524 to Twp Rd 530
h. Twp Rd 510 from Range Rd 3270 to Range Rd 3272	q. Twp Rd 531 from Range Rd 3274 to Range Rd 3275
i. Range Rd 3270 from Twp Rd 510 to Twp Rd 512	